

## Job Application Form - CONFIDENTIAL

PLEASE USE **BLOCK CAPITALS** AND CONTINUE ON SEPARATE SHEET(S) IF SPACE IS INADEQUATE

### PERSONAL DETAILS

|              |          |
|--------------|----------|
| Forename(s): | Surname: |
| Address:     |          |
| Postcode:    |          |
| Telephone:   | Mobile:  |
| Email:       |          |

*Please delete as appropriate:*

Do you have a current valid driving licence? YES / NO

Do you have access to a car? YES / NO

If you have a driving licence, is it: PROVISIONAL / FULL / HGV

|                                    |  |
|------------------------------------|--|
| Details of position applied for:   |  |
| How did you learn of this vacancy? |  |

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### EXPERIENCE AND OTHER INFORMATION

**What skills and personal qualities do you have to enable you to work successfully in this role, relating your experiences, achievements, and abilities to the post. You may add up to 2 further sheets of A4 if you wish.**

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**(EXPERIENCE AND OTHER INFORMATION continued....)**

**EDUCATION DETAILS**

| Please give details of all secondary education including examinations taken (with results). |               |                                            |
|---------------------------------------------------------------------------------------------|---------------|--------------------------------------------|
| Schools/Colleges                                                                            | Courses/Exams | Qualifications Obtained*<br>Grade and Date |
|                                                                                             |               |                                            |
|                                                                                             |               |                                            |
|                                                                                             |               |                                            |
|                                                                                             |               |                                            |
|                                                                                             |               |                                            |
|                                                                                             |               |                                            |
| State any other achievements during education*:                                             |               |                                            |
|                                                                                             |               |                                            |
| <i>*Please be prepared to provide certificates of pass, etc.</i>                            |               |                                            |

**FURTHER EDUCATION DETAILS**

| Please give details of any university course or other further education undertaken (including youth training, technical courses, vocational studies, correspondence courses, etc.) |               |                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------------------------------|
| University/FE College                                                                                                                                                              | Courses/Exams | Qualifications Obtained*<br>Grade and Date |
|                                                                                                                                                                                    |               |                                            |
|                                                                                                                                                                                    |               |                                            |
|                                                                                                                                                                                    |               |                                            |
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|                                                                                                                                                                                    |               |                                            |
| <i>*Please be prepared to provide certificates of pass, etc.</i>                                                                                                                   |               |                                            |

**PROFESIONAL BODY MEMBERSHIP**

|                                                                                                                             |  |
|-----------------------------------------------------------------------------------------------------------------------------|--|
| <p><b>Please give details of membership of any professional body, including the grade of membership and award date.</b></p> |  |
|                                                                                                                             |  |

**TRAINING**

|                                                                                                                |  |
|----------------------------------------------------------------------------------------------------------------|--|
| <p><b>Please give details of any courses you have completed which you think are relevant to this post.</b></p> |  |
|----------------------------------------------------------------------------------------------------------------|--|

## EMPLOYMENT DETAILS

Please give details of relevant previous employment / key achievements that might help us assess your suitability for the job for which you are applying, starting with the most recent employment and working backwards. *Please continue on a separate sheet of paper if necessary.*

### CURRENT/LAST EMPLOYER

Name:

Address:

Postcode:

Email:

Telephone:

Position(s) held:

Salary/Wage:

Outline of duties/key achievements:

Notice period:

Reason for leaving if role not current:

### PREVIOUS EMPLOYER 1

Name:

Address:

Postcode:

Email:

Telephone:

Position(s) held:

Salary/Wage:

Outline of duties/key achievements:

Reason for leaving:

**PREVIOUS EMPLOYER 2**

Name:

Address:

Postcode:

Email:

Telephone:

Position(s) held:

Salary/Wage:

Outline of duties/key achievements:

Reason for leaving:

**REFERENCES**

Please give the names and addresses of two people whom we may contact for a confidential assessment of your suitability for this post, one should be your current or most recent employer. References will not be contacted without your agreement.

Name:

Address:

Postcode:

Email:

Telephone:

Name:

Address:

Postcode:

Email:

Telephone:

If you are shortlisted, may we contact your referees before the interview? YES / NO

*Please delete as appropriate:*

**RIGHT TO WORK IN UK**

Are you legally entitled to work in the UK? *Please delete as appropriate.* YES / NO

*We will require evidence of this prior to commencing employment.*

**CRIMINAL RECORD**

Have you ever been convicted of a criminal offence? *Please delete as appropriate.* YES / NO

Declaration subject to the Rehabilitation of Offenders Act 1974

If YES, please give details:

**INTERESTS, HOBBIES AND SPORTS**

Please give details of all your spare time interests and hobbies including details of membership of bodies, committees, voluntary work and so on.

**HOLIDAY COMMITMENT**

Please give details of any holiday commitment you have over the next 12 months.

## DATA PROTECTION

The Data Protection Act 1998 ("the Act") sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent, we are required or permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application ("the information") will be used solely for the purpose of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than is necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunity monitoring. If your application is successful, the information will form part of your employment file, and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly, please sign the consent section below.

**I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.**

Signed:

Date:

## UNDERTAKING

Please read and sign the following undertaking: I confirm that the information I have given on this application form is, to the best of my knowledge and belief, true in all respects. I understand that, should I have deliberately made a false or misleading statement on this form my future employment can be terminated without notice.

Signed:

Date:

Please return this application by email to [locum.clerk@westmerseatowncouncil.gov.uk](mailto:locum.clerk@westmerseatowncouncil.gov.uk)

Application deadline 30th September 2024